



COOP CONCIERGE

Brass Block Replacement

1. Remove the front cover
2. Remove the two screws holding the brass block
3. You will need to remove the top of the door frame by removing the two screws.
4. Remove the four little screws holding the motor assembly on the flat metal plate.
5. Lift the motor assembly, the threaded shaft and the wires (hopefully there is sufficient slack in the wires to allow the end of the shaft to rise above the middle bar). Only lift until the end of the shaft is above the middle bar.
6. The old brass block should spin off (or fall off if the threads are gone)
7. Spin the new brass block on the threaded shaft so that it will be above the middle bar when the assembly is re-inserted.
8. Insert the assembly and attach the brass block to the door.
9. Replace the four little screws [Do NOT tighten snugly, back off half a turn. The motor works best if it can wobble a little as the threaded shafts are never perfectly straight.).
10. Replace the top cover with its two screws.
11. Replace the front cover